LEAVE TRANSFER PROGRAM - RECIPIENT APPLICATION

FOR PERSONNEL USE ONLY:
CASE NUMBER

INSTRUCTIONS: Use this form to apply to be a leave recipient under Public Law 100-S66. Attach to this form a brief description of the nature and severity of the medical emergency and appropriate documentation of the medical emergency: a physician's certificate, the medical prognosis and anticipated duration of the condition. After completing this form, forward through your supervisor to the office in your agency designated to approve leave recipients. Approval as a leave recipient does not guarantee that leave will be donated. Donor employees will designate the recipient of their leave.

PART I - APPLICATION AND CERTIFICATION (To be completed by the applicant or another employee on his or her behalf)

1. NAME (Last, First, Middle Initial)	2. POSITION TITLE	3. SOCIAL SECURITY NUMBER

4. SERIES, GRADE OR PAY LEVEL	5. DUTY STATION	6. ORGANIZATIONAL TITLE (Agency, Division, Branch, Section)

7. OFFICE ADDRESS	8. OFFICE TELEPHONE NO.	9. HOME TELEPHONE NO.

10. NAME OF TIMEKEEPER	11. TELEPHONE NO. OF TIMEKEEPER	12. OFFICE ADDRESS OF TIMEKEEPER

13. T&A CONTACT POINT NO.	14. ANTICIPATED OR ACTUAL DURATION OF MEDICAL EMERGENCY (If known)		15. DATES LEAVE EXHAUSTED		16. AMOUNT OF DONATED LEAVE REQUESTED (hours, days, or months)
	Beginning Date	Ending Date	Annual	Sick (if applicable)	

17. PLEASE INDICATE HOW YOU PREFER THE ANNUAL LEAVE DONATED TO BE APPLIED BY NUMBERING THE FOLLOWING IN ORDER OF YOUR PREFERENCE. (Donated annual leave may be applied to retroactively replace leave without pay and / or advanced sick or annual leave in connection with this medical emergency)

____ For Current Use ____ against advanced annual leave ____ against advanced sick leave ____ against LWOP

PLEASE INDICATE PAY PERIODS DONATED ANNUAL LEAVE MAY BE RETROACTIVELY APPLIED.

18. I agree to have my (please specify) ☐ case number only ☐ case number, and circumstansces only ☐ name, case number, and circumstansces only

published for the purpose of receiving donations. If I agree to have my circumstances published, the following 5 lines or less describing my medical emergency will be published exactly as I write it and will possibly be made available to employees of my agency who wish to make donations to me.

CERTIFICATION (in certifying on behalf of another employee, modify as appropriate.)

I certify that (1) I have been affected by the medical emergency described in the attachment since the date indicated above, (2) I have or will have exhausted all annual leave and my available sick leave that could otherwise be used as of date indicated above, and (3) I expect to be absent from duty without paid leave at lease 24 hours because of this medical emergency. I further certify that I am not receiving unemployment benefits or workers' compensation benefits in connection with this medical emergency for which I am requesting transferred annual leave.

SIGNATURE OF RECIPIENT OR THEIR DESIGNEE (please specify) ☐ Recipient ☐ Designee			DATE
CONCURRENCE: SIGNATURE OF SUPERVISOR ☐ Yes ☐ No	TITLE	OFFICE TELEPHONE NO.	DATE

PART II AGENCY REVIEW AND APPROVAL

1.CURRENT ANNUAL LEAVE BALANCE (in hours)	2. CURRENT SICK LEAVE BALANCE (in hours)	3. LWOP USED IN CONJUNCTION WITH THIS EMERGENCY	4. ADVANCED SICK LEAVE HOURS TO DATE	5. ADVANCED ANNUAL LEAVE HOURS TO DATE	6. ANNUAL LEAVE CATEGORY PER PAY PERIOD

APPLICATION APPROVED:

DIRECTOR APPROVAL: _____

☐ Yes (If Yes, transferred leave may be credited to the recipient's account effective Pay Period Number): _____
☐ No (state reason for disapproval):

SIGNATURE OF APPROVING OR DISAPPROVING OFFICIAL	TITLE	OFFICE TELEPHONE NO.	DATE

PRIVACY ACT STATEMENT

5 U.S.C. 6311 authorizes collection of this information. Your social security number may be disclosed to leave donors for the purpose of positively identifying leave recipients so that leave can be credited to the proper account.

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Previous edition unusable (Rev. 11/96)

Clear Form